



CITY OF LONG BEACH
Part – Time Employment Opportunity
SUMMER MOBILE RECREATION - LEAD STAFF
(RECREATION LEADER SPECIALIST V) - \$11.07 PER HOUR

The City of Long Beach, Department of Parks, Recreation and Marine, Community Recreation Programs Bureau, is seeking applications for the position of Lead Staff for the Summer Mobile Recreation Program. The Lead Staff position is assigned to assist with the on-site administration of this summer program offered to youth and children on a citywide basis.

Duties and Responsibilities

- ❖ Plan, conduct, and implement recreational activities;
- ❖ Supervise support staff;
- ❖ Keep accurate records and documents;
- ❖ Ensure supplies and equipment are used and maintained safely;
- ❖ Develop and maintain a cooperative relationship with children and parents;
- ❖ Be responsible for the daily operations of the program and oversight of all policies, procedures and required reports;
- ❖ Maintain the assigned vehicle and keep updated reports on its condition;
- ❖ Address child discipline problems and display fair and equal treatment to all children;
- ❖ Report any unusual occurrences and unsafe conditions to supervisor;
- ❖ Work independently and exercise good judgment.

Minimum Qualifications

- ❖ Excellent customer service skills;
- ❖ Willingness to work with children and the public;
- ❖ Ability to follow written and oral instructions;
- ❖ Prior recreation program supervisory experience is preferred;
- ❖ A valid California Driver's License is required.

Salary and Schedule

This position is offered at a Recreation Leader Specialist V level; the hourly rate is \$11.07. The successful candidate may work up to a maximum of 1600 hours per year, or approximately 32 hours per week, depending on workload. Work hours are flexible based upon approval, but candidate must be willing to work weekends and evenings.

Application Process

If you are currently a Parks, Recreation and Marine employee, please submit a letter of interest and resume to Toni Forde-Hixon, Senior Center, 1150 E. 4th Street, Suite #205, Long Beach, California 90802, **by the application deadline of 4:30 p.m., Friday, June 16, 2006**. This may also be done by e-mail at ***toni_forde-hixon@longbeach.gov***.

If you are not a City employee, applications may be picked up from Toni Forde-Hixon, Senior Center, 1150 E. 4th Street, Suite #205, Long Beach, California 90802. Completed applications **must be returned**, along with a letter of interest and resume, to Toni Forde-Hixon at the above address, **by the application deadline of 4:30 p.m., Friday, June 16, 2006**. For more information, please call Toni Forde-Hixon at (562) 570-3537.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.
If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.